

With respect for cultures and the needs of communities, Northern Lakes College provides quality educational programs and services which enable adults to continue their education, to improve their employment opportunities, and to enhance their quality of life.



## MINUTES

### The Board of Governors of Northern Lakes College

June 23, 2009

Slave Lake Campus Boardroom, 12:30 PM

**Present:**

<b>Governors</b>	
Trevor Gladue - <i>Public Member (Chair)</i>	
Archie Cunningham - <i>Public Member (Vice Chair)</i>	✓
Ahmed (Andy) Assaf - <i>Public Member</i>	✓
Vacant - <i>Public Member</i>	
Maddy Daniels - <i>Public Member</i>	✓
Fred F. Willier - <i>Public Member</i>	
Wilf Willier - <i>Public Member</i>	✓
Belinda Forest - <i>Students' Association-nominated Member</i>	
Colin Ross - <i>Staff Association-nominated Member</i>	✓
Scott Biggin - <i>Faculty Association-nominated Member</i>	✓
Rick Neidig - <i>President</i>	✓
<b>Staff</b>	
Madeline McVey, <i>Vice President, Academic</i>	
Lynne Haas, <i>Vice President, College Services</i>	✓
Brad Hestbak, <i>Senior Director, External Relations</i>	✓
Randy Anderson, <i>Community Consultant</i>	
Leigh Davies, <i>Secretary to the Board of Governors</i>	✓

### 1. Opening

**Call to Order:** The meeting was called to order by the Chair at 12:50 PM. Archie Cunningham assumed the Chair, as Trevor Gladue was absent.

#### 1.1 Adoption of Agenda

MOTION:

Moved by Andy Assaf

That the agenda for June 23, 2009 be adopted with additions.

CARRIED

## **1.2 Acceptance of Minutes**

### **1.2.1 May 12, 2009**

MOTION: Moved by Rick Neidig  
That the minutes of May 12, 2009 be approved.  
CARRIED

### **1.2.2 June 8, 2009**

MOTION: Moved by Wilf Willier  
That the minutes of June 8, 2009 be approved.  
CARRIED

## **2. Introduction of Guests:**

The Chair introduced Martha Urquhart from the Slave Lake Literacy Program.

## **3. Presentations and Delegations: Martha Urquhart**

Ms. Urquhart presented Governors with a basket of goodies, and thanked the Board of Governors for their support of the literacy program in Slave Lake. The program serves a large number of residents in the area, and the College-donated office has allowed Ms. Urquhart to work closely with College staff to meet the needs of her clients.

## **4. Reports**

### **4.1 President's Report: Rick Neidig**

President Neidig indicated that the agreements signed by the College with Grande Prairie Regional College and NAIT have been approved by Minister Horner. Minister Hayden from Alberta Infrastructure is expected to sign them this week. Lands will be transferred by Order in Council, so the High Level campus will be transferred to the College by that method. The lease for the Peace River campus will be transferred to the College under the terms specified in the Transition Agreement. Minister Hancock from Alberta Education has announced a student subsidy which will allow support staff from Northland School Division (and other divisions) to take the teacher education program operated by the College in conjunction with the University of Alberta. Mr. Neidig reported that the Convocation for 535 graduands held in High Prairie was very successful. Applicants for next year's programs are at record numbers. A tentative agreement with the Faculty Association is ready for Board ratification. A feasibility study conducted with WOLF and Careers the Next Generation, has determined that it is feasible to begin the Forestry Harvesting Technician program through high school Career and Technology Studies courses. Workforce Development has been negotiating with the Whitefish Band for delivery of a trades preparation program that may start mid-summer.

#### **4.2 External Relations Update: Brad Hestbak**

Mr. Hestbak indicated that the first annual College golf tournament held on June 12<sup>th</sup> was very successful. 106 golfers participated, the weather cooperated, and an excellent time was had by all. The tournament was designed primarily to be a “friend-raiser” for the College, although thanks to the many generous sponsors, a small amount of money was raised.

**MOTION: 094-08/09** Moved by Archie Cunningham  
That the Board accept the President’s report and the External Relations update as information.

**CARRIED**

#### **5. Business Arising-Ongoing**

##### **5.1 Events and Meeting Schedule Discussion: Leigh Davies**

August 26<sup>th</sup> was set as the date for the annual President/CEO evaluation and the Board’s self-evaluation. A Board/stakeholder planning retreat is planned for November 8, 9, and 10. It was decided to not plan a regular Board meeting for December, but a teleconference meeting will be arranged if needed.

**MOTION: 095-08/09** Moved by Wilf Willier  
That the Board not schedule a meeting in December, and that a special teleconference meeting be called, should emergent issues arise during that month.

**CARRIED**

##### **5.2 Fraud Policy – Second and Third Readings: Lynne Haas**

**MOTION: 096-08/09** Moved by Andy Assaf  
That the Board approve second reading of the proposed Fraud Policy.

**CARRIED**

**MOTION: 097-08/09** Moved by Colin Ross  
That the Board approve third reading of the proposed Fraud Policy.

**CARRIED**

##### **5.3 Third Reading of the 2009-2010 Budget: Rick Neidig**

**MOTION: 098-08/09** Moved by Wilf Willier  
That the Board approve third reading of the 2009 – 2010 budget.

**CARRIED**

##### **5.4 Business Plan Update: Rick Neidig**

The Board was updated on the plan to supply students in the Information Technology Analyst Program (ITAP) with laptop computers loaded with the software required for their courses. A \$500 deposit by students will be required. The deposit will be refunded upon return of the laptop and the software.

**5.5 Third Reading of the 2009-2012 Business Plan: Rick Neidig**

**MOTION: 099-08/09** Moved by Wilf Willier  
That the Board approve third reading of the 2009-2010 Business Plan.  
**CARRIED**

**MOTION: 100-08/09** Moved by Andy Assaf  
That the Board go in camera to discuss a number of property and legal matters.  
**CARRIED**

**The Board went in camera at 1:50 pm.**

**MOTION: 101-08/09** Moved by Andy Assaf  
That the Board come out of camera.  
**CARRIED**

**Maddy Daniels joined the meeting at 2:05 pm.**

**The Board came out of camera at 2:40 pm.**

**5.6 Slave Lake Student Housing Financing Options: Lynne Haas**

**MOTION: 102-08/09** Moved by Wilf Willier  
That the Board approve outright payment of its share of the cost of the Slave Lake Student Housing Project, totaling up to \$1,850,000, from unrestricted funds.  
**CARRIED**

**As a result of its in camera discussions, the Board dealt with a number of motions relating to property matters, and one legal matter.**

**MOTION: 103-08/09** Moved by Andy Assaf  
That the Board authorize the administration to negotiate the purchase of property in High Prairie within the specified guidelines, as discussed at this meeting.  
**CARRIED**

**MOTION: 104-08/09** Moved by Wilf Willier  
That the Board receive the update on the purchase of the Valleyview property as information.  
**CARRIED**

**MOTION: 105-08/09** Moved by Scott Biggin  
That the Board receive the update on the Noralta Building in Slave  
Lake as information.  
**CARRIED**

**MOTION: 106-08/09** Moved by Wilf Willier  
That the Board receive the update on the McLennan property matter as  
information.  
**CARRIED**

**MOTION: 107-08/09** Moved by Maddy Daniels  
That the Board receive the update on the legal matter as information.  
**CARRIED**

**MOTION: 108-08/09** Moved by Wilf Willier  
That the Board go in camera to discuss personnel matters.  
**CARRIED**

Vice President Lynne Haas was invited to stay.  
Scott Biggin declared a conflict of interest and left the meeting.  
Colin Ross declared a conflict of interest and left the meeting.

The Board went in camera at 2:47 pm

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Rick Neidig declared a conflict of interest and left the meeting at 3:15 pm.

**MOTION: 109-08/09** Moved by Maddy Daniels  
That the Board move out of camera.  
**CARRIED**

**The Board moved out of camera at 3:35 pm and a short recess was declared.**

**The meeting resumed at 3:43 pm, and the Board dealt with a number of personnel matters.**

**MOTION: 110-08/09** Moved by Andy Assaf  
That the Board ratify the three-year agreement with the Faculty  
Association, as presented.  
**CARRIED**

Scott Biggin declared a conflict of interest and abstained.  
Colin Ross declared a conflict of interest and abstained.

**MOTION: 111-08/09** Moved by Wilf Willier  
That the Board approve the Management Exempt Compensation  
Regulation, as presented.  
**CARRIED**

Scott Biggin declared a conflict of interest and abstained.  
Colin Ross declared a conflict of interest and abstained.

**MOTION: 112-08/09** Moved by Andy Assaf  
That the Board approve the Senior Management Exempt  
Compensation Regulation, as presented.

**CARRIED**

Rick Neidig declared a conflict of interest and abstained.  
Scott Biggin declared a conflict of interest and abstained.  
Colin Ross declared a conflict of interest and abstained.

**6.1 Fourth Quarter Business Plan Achievements: Rick Neidig**

**MOTION: 113-08/09** Moved by Colin Ross  
That the Board receive the fourth quarter Business Plan updates as  
information.

**CARRIED**

**6.2 President/CEO Evaluation and Board Self-Evaluation: Leigh Davies**

Mr. Terry Gunderson acted as consultant to the Board for the President/CEO  
evaluation, and the Board self-evaluation last year. The Board was advised that  
Mr. Gunderson is available on August 26<sup>th</sup> to assist with these evaluations this  
year, should this be satisfactory to the Board.

**MOTION: 114-08/09** Moved by Wilf Willier  
That Terry Gunderson be contracted to act as the consultant to the  
Board for the President/CEO evaluation and Board self-evaluation, to  
take place at the Grouard campus, on August 26, 2009.

**CARRIED**

**6.3 NLC Risk Management Committee Terms of Reference: Lynne Haas**

**MOTION: 115-08/09** Moved by Colin Ross  
That the Board receive the Risk Management Committee Terms of  
Reference as information.

**CARRIED**

**6.4 Request for Out of Country Travel**

**MOTION: 116-08/09** Moved by Maddy Daniels  
That the Board approve the out of country travel request for training  
for the new EMT program.

**CARRIED**

**MOTION: 117-08/09** Moved by Andy Assaf  
That the meeting be adjourned

**CARRIED**

**The meeting adjourned at 4:15 pm.**

**Next Meeting:** **Wednesday August 26<sup>th</sup>, Grouard campus, beginning at 9:30 am. The President/CEO evaluation will be conducted in the morning, and the Board self-evaluation in the afternoon.**

**Please Note:** **Subsequent to this meeting, it was necessary to re-schedule the President/CEO evaluation and the Board self-evaluation to Slave Lake on Tuesday, September 1<sup>st</sup>, beginning at 9:30 am. The meeting will be held in the Boardroom of the Slave Lake campus.**